SPEAKER'S CHECKLIST

As your virtual event approaches, use the checklist to ensure you are prepared to deliver a high quality, engaging and glitch-free performance.

☐ **Preparation:** Develop a presentation that is tuned to your audience, the event theme and the tone of the event at which you are presenting. You will want to know the context in which you are speaking so your comments are relevant and on point.

☐ **Engagement:** Ask your host what technology options are available to engage the audience and whether a moderator can help with Q&A throughout the session. It's more important in a virtual session to find ways to keep your audience involved so they don't drift off and answer email while you're speaking. A helpful moderator can keep things moving and coordinate with you to make the Q&A smooth and effective for both you and your audience.

☐ **Practice:** Go through the presentation at home and out loud to practice your tone and pacing, as well as to time your performance and ensure it fits the agenda slot you have been given. If your event host offers a practice session with their team and technology, take it! They can provide valuable insight to improve your session, and you will have the opportunity to test their technology and ensure it won't let you down during your session.

☐ **Environment:** Choose a quiet environment without distractions or interruption. Avoid having movement behind you that will distract your viewers.

☐ **Lighting:** A combination of natural and artificial lighting works well. Make sure the lighting is not behind you to avoid casting dark light over your face.

☐ **Equipment:** To avoid connection problems, use a hardwired internet connection and don't rely on a mobile phone, if possible. If your phone is not being used to connect to the event, turn it off during your session. If you're on a laptop or desktop computer, close all other windows on your computer to avoid having emails, texts and other pop-ups that distract you and may be seen by your audience.

☐ **Access:** Make sure you have the login information for your session handy well before it starts, and join early. Print out the access information and contact person's phone number for your session in case of any emergency technical issues.

☐ **Test:** Create a test meeting and check your sound, lighting and positioning for the camera. Also test your earbuds or headset at the same time.